



SGCA Regular Board Meeting Minutes May 15, 2025

I. Opening Items:

A. Record Attendance

The following Board Members were present at Rollcall:

- o Janeal Cimino
- o Rose Faramarzi-Rad
- o Robert McGuire
- o Gloria Maxwell
- o Glad Donahue

B. Bob McGuire called the meeting to order at 6:31 PM.

C. Approval of the Agenda

Gloria Maxwell made a motion to approve the Agenda.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

D. Public Comments:

Robert McGuire read a statement about public comments and the chat function was disabled after the public comment period.

Who spoke	Subject Matter
No Public Comments	

E. Approval of Board Meeting Minutes:

i. Regular Board Meeting March 20, 2025

Glad Donahue motioned to approve the March 20, 2025 minutes.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

II. Directors Update – Desiree Miller

Desiree Miller gave a short update to the board about the following:



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- The hiring of our new Library Driver. We are very excited to have him on the team.
- SGCA has transitioned to new insurance broker companies. Comfort Insurance now manages employee benefits and Newfront Insurance oversees all insurance policies.
- The library team has been working very hard to prepare for the showcase event and graduation. We are so thankful for their hard work behind the scenes
- June 16th is the End of Year CSO Staff meeting and team building event.
- Future agenda items will be brought to the board to plan and organize for a successful year ahead including the employee handbook, comprehensive safety plan and library emergency safety plan.

III. Finances:

A. Budget Update - Creative Back Office

Matt Butler shared a budget update with the Board. Matt Butler shared that everything is on track to end the year with a projected end balance of \$0. In addition, the budget as of 4/30/25 has a year surplus of \$99,101 which is right on track for where the organization's budget projection should be at this point of the fiscal year.

B. Discussion and Potential Action on the Charter Tech Services Agreement

Charter Tech Services provides technology support services to SGCA and to the schools. Every year a contract is brought forward to the board for consideration. There is a small increase in the cost for the 2025-2026 school year.

Janeal Cimino motioned to approve the Charter Tech Services Agreement.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

C. Discussion and Potential Action on the Services Agreement with the Member Schools

A draft of the Services Agreement with the Member Schools was presented to the board for their consideration. Julie Haycock-Cavender shared that they had been working very closely with the schools to finalize the service agreements for the 2025-2026 school year, but there were still some minor details that were being finalized which is why there was not a final fee listed in the agreement. She asked



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the board to consider approving the service agreements as is and that an update could be shared at the next board meeting about the final fee.

Janeal Cimino motioned to approve the Services Agreement with the Member Schools with future addition of the total service fee.

Gloria Maxwell seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

D. Discussion and Potential Action on the Purchase of a Third Lending Library Van

Desiree Miller shared in past board meetings that there is a need to purchase a third Lending Library Van. Desiree got a quote from Future Ford of Sacramento for a Transit Van, with almost a \$6000 discount. She shared that this is a good quality van that meets the safety and logistical needs of the organization.

Gloria Maxwell motioned to approve the Purchase of a Third Lending Library Van.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

IV. Closed Session: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1))

Title: Interim CEO

Title: Manager of Operations and Human Resources

Janeal Cimino motioned for the Board to move into closed session at 7:07 pm.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Janeal Cimino motioned for the Board to move out of closed session at 7:27 pm.

Rose Faramarzi-Rad seconded the motion.

Bob McGuire shared that no reportable action was taken during closed session.



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V. Operations

A. Discussion and Potential Action on the Job Description – Chief Operations Officer

Julie Haycock shared that with the changed structure of the CSO, there has been a discussion as to the best job title that captures the role of the person running the day to day operations of the CSO. This position would report directly to the Board of the Directors. This job description encompasses the duties and responsibilities that Desiree Miller, the Operations and Human Resources Manager currently has. However, the title of Chief Operations Officer is a better fitting title.

Gloria Maxwell motioned to approve the Job Description of the Chief Operator Janeal Cimino seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

B. Discussion and Potential Action on the 2024-2025 Chief Operations Officer Contract

Julie Haycock shared that she has been working with their attorney from Procopio on the contract. This contract being presented is for Desiree Miller as the Chief Operations Officer. Since her job would report directly to the board, she would need a formal employment contract. Julie Haycock shared that the school's leadership were part of the discussion about the contract details that are being presented. There is a desire to have an appropriate compensation for her role and that is in line with compensation that is seen at the member schools. The attorney also suggested that Desiree keep track of her mileage to compare to the stipend she could receive and if there is a need for that stipend to be reexamined she would have that data.

Janeal Cimino motioned to approve the Chief Operations Officer Contract the 2025-2026 school with a compensation \$127,656 and \$175 per pay period for fringe benefits that includes mileage, cellphone and internet.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.



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C. Discussion and Potential Action on the Calendar

Julie Haycock shared that this is the proposed staff and board calendar. It has the work days listed along with important meeting dates for both the staff and the Board Members.

Janeal Cimino motioned to approve the staff and board meeting calendar as presented.

Rose Faramarzi-Rad seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

VI. Closing Items

A. Board of Director's Comments & Requests For Future Agenda Items

There were no Directors Comments or Requests.

B. Announcement of Next Regular Scheduled Board Meeting

The next regularly scheduled board meeting is on June 19, 2025 at 6:30 pm.

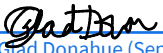
C. Adjourn Meeting

Robert McGuire motioned to adjourn the meeting at 7:28 pm.

Glad Donahue seconded the motion.

Rollcall vote was taken. The motion passed unanimously.

Noted by:


Glad Donahue (Sep 3, 2025 22:27:13 PDT)

Board Secretary

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Final Audit Report

2025-09-04

Created:	2025-09-03
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-  Document created by Bryanna Brossman (bryanna.brossman@sequoiagrove.org)
2025-09-03 - 0:50:56 AM GMT
-  Document emailed to g.donahue.board@sequoiagrove.org for signature
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-  Email viewed by g.donahue.board@sequoiagrove.org
2025-09-04 - 5:24:50 AM GMT
-  Signer g.donahue.board@sequoiagrove.org entered name at signing as Glad Donahue
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-  Document e-signed by Glad Donahue (g.donahue.board@sequoiagrove.org)
Signature Date: 2025-09-04 - 5:27:13 AM GMT - Time Source: server
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